

Task Order 01-10

1.0 TITLE OF EFFORT: NASA ISS ADVISORY COMMITTEE SUPPORT

2.0 TASK DESCRIPTION:

This NASA Charter establishes the NASA ISS Advisory Committee (NISSAC). The NISSAC is chartered to provide advice and recommendations to the Associate Administrator for Space Operations Mission Directorate on all aspects related to the safety and operational readiness of the International Space Station (ISS). Specific areas for review by the NISSAC may include space flight safety, including space flight safety and mission assurance strategies; space flight operations, including rendezvous, proximity operations, and docking procedures; crew controller, and supporting training; aerospace systems test and verification procedures; aerospace structures, loads and materials; aerospace medicine, including crew health, program and project management, and readiness of significant launches. The NISSAC shall address additional issues and/or areas of interest as identified by the Associate Administrator for Space Operations Mission Directorate.

The NISSAC is further chartered to conduct ISS safety and operational readiness assessments with counterpart international advisory review groups, including the Russian Space Agency's Advisory Expert Council.

2.1 STATEMENT OF WORK REFERENCE: Sections – 5.0 Program Support; 7.0 Independent Assessment and Assurance Activities; 8.0 Advanced Programs, Assurance Methodologies and Special Processes

2.2 REQUIREMENTS

The Contractor provides both technical and administrative support for the NISSAC. The support shall consist of coordinating periodic reviews of the preparations and operations of the ISS both in the U.S. at NASA facilities and in Russia at Roscosmos facilities or other facilities as appropriate. Given the Technical content of these reviews, it is necessary to provide sufficient technical experts dedicated to the review effort. These experts provide the research analysis and evaluation essential for the findings of the NISSAC to be considered comprehensive and credible. As required, the Contractor shall provide additional technical support for projects requiring specialized independent systems engineering evaluation, flight configuration or crewstation development and assessments

The contractor shall provide the following NISSAC support via:

- Special Independent Assessments – The NISSAC provides the Associate Administrator for Space Operations Mission Directorate an outside of the agency assessment using the expertise of its members for evaluating safety and operational readiness of the ISS
- Open meetings of Committee – Required by the Federal Advisory Committee Act (FACA)
- Fact-finding meetings – The NISSAC provides the Associate Administrator of Space Operations mission Directorate and outside of the agency assessment using the expertise of its members for evaluating specific issues of interest. Generally the Committee will meet as a whole body or in subject matter groups for these types of taskings.
- Joint meetings with Anfimov Advisory Expert Council – The NISSAC has a strong relationship with its counterpart Russian ISS advisory group, the Advisory Expert Council (AEC). The close and effective working relationship developed between the NISSAC and the Advisory Expert Council provides NASA with a unique insight into its ISS partnership with Russia, which has proven very valuable during NASA's dependence on Russia for access to the ISS.

2.3 DELIVERABLES

At a minimum, each of these will be performed / provided three times per year and will coincide with the ISS crew changeover. Depending on the launch schedule and other operational considerations this may increase as required by the Associate Administrator for Space Operations mission Directorate through COTR direction.

- Committee assessments and/or reports
- Open meeting minutes/reports
- Federal Register notices/Memoranda for the Record
- Quarterly and annual travel expense reports for Special Government Employees (SGE's)

3.0 PERIOD OF PERFORMANCE: October 1, 2009 – April 30, 2010

4.0 ESTIMATED COSTS

Contractor may provide travel, training, materials, and other non-labor resources as necessary to support task order requirements. Training may include selected professional discipline-based or spaceflight-based conferences with approval of the TMR.